

RESIDENT HANDBOOK

ARIZONA PIONEERS' HOME



Revised: March 2007

Arizona Pioneers' Home

300 S. McCormick St.

Prescott, AZ 86303

(928)445-2181



We are pleased that you have chosen, or are thinking about becoming a resident of the historic home for Arizona pioneers.

This handbook is your guide to become acquainted with the facility and the policies and procedures that are used to manage the Home. Items have been alphabetized to make it easier to look them up.

If you have additional questions, our staff will be happy to answer them.

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Arizona Pioneers' Home Resident Handbook



Activities / What is there to do at the Home?

- There are plenty of activities. The following is just a few:
 - Birthday parties
 - Shopping trip to a local store every week, such as Wal-Mart
 - Van rides and outings
 - Bowling
 - Card games
 - Bingo
 - Musical events
- You can be as active as you want to be
- Monthly Activity Calendars and Weekly Activity Updates list events that are taking place.



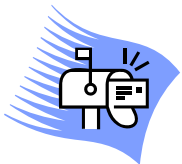
Activity Rooms / Where do people get together?

- The Pool Room on the first floor has two pool tables, a TV, card tables and chairs.
- The Main Lobby on the second floor has a large screen TV, stereo, piano and chairs.
- The conference room on the third floor has a large meeting table and chairs.
- The patio outside the Pool Room has several chairs.
- The Ramada is on the lawn behind the Home. Shuffleboard, croquet and horseshoes can be played in this area. There is a gas bar-b-que and picnic tables for get-togethers.



Activity House / Can anyone use the House?

- Residents can bake or cook in the Activity House kitchen whenever they like
- Residents can use the exercise equipment in the house, under the direction of a rehab therapist
- Residents can reserve the House for special occasions when they would like to have a family get-together. Reservations are made through the Activity Department.



Address / Where should my mail be sent?

- AZ Pioneers' Home, 300 S McCormick St., Prescott, AZ 86303
- Mail is sorted by name so there is no need for a room number.



Admissions / Who can live at the Pioneers' Home?

- Two groups of individuals are admitted to the Home as residents.
 - Arizona Pioneer, meaning a person of good character (per A.R.S. §41-923) that meets the following guidelines:
 1. Is and has been, for a period of five years prior to application for admission, a citizen of the United States.
 2. Has been a resident of Arizona for not less than fifty years (need not be continuous).
 3. Has reached the age of seventy or more years.
 4. At the time of admission, is ambulatory, has proper bowel and bladder control and is able to bathe, clothe and feed himself without assistance.
 5. At the time of admission, does not require care in a hospital or in a skilled care or intermediate care nursing home.

- Disabled Miner (per A.R.S. §41-942) that is defined by the following guidelines:
 1. Has been a resident while in the occupation of mining in Arizona
 2. Is a citizen or legal resident of the United States
 3. Has reached the age of sixty years or more, and is financially unable to support himself, or has suffered incapacitating injuries arising from and in the course of mining.



Anti-Discrimination / Will I be treated fairly?

It is the policy of the Pioneers' Home to follow Title VII of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, religion, sex, or national origin.



Automobiles / Can I have a car at the Home?

- One vehicle per resident is permitted. Residents may not keep a vehicle on the property if they do not drive.
- A current Arizona driver's license, registration and insurance must be maintained.
- The Business Office must be informed of the description of the vehicle and be given a spare set of keys to the vehicle in the event that it must be moved.
- Residents may park in any available space around the building except for those having a parking restriction, such as those assigned for State vehicles only.

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Beauty & Barber Shop / Can someone cut my hair?

- The Beauty & Barber Shop is located off the Lobby on the second floor.
- Beauty Operators generally are open for business four days each week. Generally a barber is present on the first Monday of each month.
- There is a charge for both beauty and barber services.
- Appointments may be made with the Beautician.



Bedside Medications / Can I take my own meds?

- Residents are not permitted to keep any type of prescription or over-the-counter medication in their room unless approved by the nursing staff or ordered by the doctor.
- If approved to be on the "Self-Med" program, the resident is required to chart the medications taken and return their charting report to their nurse on the 1st day of each month.
- Over-the-counter medications that may be kept at bedside include petroleum jelly (Vaseline), talcum or baby powder, foot powder, foot ointments or creams used for comfort, mouthwash, lip balm or salve, hand lotion and/or cosmetic creams.
- New residents are required to sign an agreement regarding the policy on Bedside Medications.
- Room inspections are periodically conducted to check for unauthorized prescription medications and non-approved over-the-counter medications. Anything found that is not authorized is removed from the room.



Bill of Rights / What rights do I have?

(As presented to Resident/Family at the time of admission, and staff at orientation)

Residents have a right to a dignified existence, self-determination and communication with an access to persons and services inside and outside the Facility. The Facility shall protect and promote the rights of each resident which shall include the following rights.

1. A resident has the right to exercise his or her rights as a resident of the Facility and as a citizen or resident of the United States.
2. A resident has the right to be free of interference, coercion, discrimination or reprisal from the Facility in exercising his or her rights.
3. In the event a resident is adjudged incompetent under the laws of a State by a Court of competent jurisdiction, the rights of the resident are exercised by the person appointed under State law to act on the resident's behalf.
4. The Facility shall inform the resident both orally and in writing in a language the resident understands of his or her rights and all the rules and regulations governing resident conduct and responsibilities during their stay in the Facility.
5. A resident has the right to inspect all records pertaining to himself or herself within 24 hours of oral or written request. After inspection, he or she may purchase photocopies within 48 hours working office hours of the Facility.
6. A resident has the right to be fully informed in a language which he or she can understand of his or her total health status, including but not limited to his or her medical condition.
7. A resident has the right to refuse treatment in accordance with State laws and to refuse to participate in experimental research and to make advance directives regarding care and treatment.
8. A resident has the right to be informed before, or at the time of admission, and periodically during the resident's stay of services available in the Facility and of charges for those services, including any charges for services not covered under Medicare or by the Facility's per diem rate.
9. Except in medical emergency or when a resident is incompetent, this Facility shall consult with the resident immediately and notify the resident's physician, and if known, the resident's legal representative or interested family member when there is:
 - a. An accident involving the resident which results in injury and has the potential for acquiring physician intervention;
 - b. A significant change in the resident's physical, mental or psychological status;
 - c. A need to alter treatment significantly;
 - d. A decision to transfer or discharge the resident from the Facility as specified in the Transfer or Discharge section.
10. The Facility shall promptly notify the resident and, if known, the resident's legal representative or interested family member when there is:
 - a. A change in room or roommate assignment; or
 - b. A change in resident rights under federal or state law or regulations.

11. A resident has the right to choose a personal attending physician, be fully informed in advance of care and treatment and of any changes in that care and treatment which may affect the resident's well-being; and, unless adjudged incompetent or otherwise found to be incapacitated under the laws of the State, participate in planning care and treatment or changes in care and treatment.
12. A resident has the right to personal privacy and confidentiality of his or her personal or clinical records:
 - a. Personal privacy shall include accommodations, medical treatment, written and telephone communications, personal care, visits, and meetings with family and resident groups, however, this shall not require the Facility to provide a private room;
 - b. The resident may approve or refuse the release of personal and clinical records to any individual outside the Facility;
 - c. A resident's right to refuse release of personal and clinical records does not apply when the resident is transferred to another health care institution or the record release is required by law or third party contract.
13. A resident has the right to voice grievances with respect to treatment or care that is, or fails to be furnished, without discrimination or reprisal for voicing grievances and prompt efforts by the Facility to resolve grievances the resident may have, including those with respect to the behavior of other residents.
14. A resident has the right to examine the results of the most recent survey of the Facility conducted by Federal or State surveyors and any plan of correction in effect with respect to the Facility.
15. A resident has the right to receive information from agencies acting as client advocates and be afforded the opportunity to contact these agencies.
16. A resident has the right to refuse to perform services for the Facility.
17. A resident may perform services for the Facility if he or she chooses, when:
 - a. The Facility has documented the need or desire for work in the care plan;
 - b. The plan specifies the nature of the services performed and whether the services are voluntary or paid;
 - c. Compensation for said services is at or above the prevailing rates; and
 - d. The resident agrees to the work arrangement described in the plan of care.
18. A resident has the right to privacy in written communications including the rights to send and receive mail promptly that is unopened and to have access to stationary, postage and writing implements at the resident's own expense.
19. A resident has the right and the Facility shall provide immediate access to any resident by the following.
 - a. Any representative of the Secretary of the Health and Human Resources Division;
 - b. Any representative of the State;
 - c. The resident's individual physician;
 - d. The State long term care Ombudsman;
 - e. The agency responsible for the protection and advocacy system for the developmentally disabled individuals;
 - f. The agency responsible for the protection and advocacy system for mentally ill individuals;
 - g. Subject to the resident's right to deny or withdraw consent at anytime, immediate family or other relatives of the resident; and
 - h. Subject to reasonable restrictions and the resident's right to deny or withdraw consent at any time, others who are visiting with the consent of resident.

20. A resident has the right to have reasonable access to the private use of a telephone.
21. A resident has the right to retain and use personal possessions, including some furnishings and appropriate clothing, as space permits, unless to do so would infringe upon the right or health and safety of other residents.
22. A resident has the right to share a room with his or her spouse when married residents live in the same Facility and both spouses consent to the arrangement.
23. A resident has the right to self-administer drugs unless an interdisciplinary team comprised of the attending physician, registered nurse and other appropriate staff determine that this would be an unsafe practice for the resident.
24. A resident has the right to be free from any physical restraints imposed or psychoactive drug administered for purposes of discipline or convenience and not required to treat the resident's medical symptoms.
25. A resident has the right to be free from verbal, sexual, physical or mental abuse, corporal punishment and involuntary seclusion, as well as having his/her property misappropriated.
26. The Facility shall not employ individuals who have been convicted of abusing, neglecting or mistreating individuals.
27. The Facility shall ensure that all alleged violations involving mistreatment, neglect or abuse, including injuries of unknown source, are reported immediately to the administrator of the Facility or to other officials in accordance with state law through established procedures.
28. The Facility must have evidence that all alleged violations are thoroughly investigated and must prevent further potential abuse while the investigation is in progress.
29. The results of all investigations must be reported to the administrator or his designated representative or to other officials in accordance with state law and if the alleged violation is verified, appropriate corrective action is taken.
30. The Facility shall care for its residents in a manner and in an environment that promotes maintenance or enhancement of each resident's quality of life.
31. A resident has the right to organize and participate in resident groups in the Facility.
32. A resident's family has the right to meet in the Facility with the families of other residents in the Facility.
33. The Facility shall provide a resident or family group, if one exists, with private space.
34. Staff or visitors may attend meetings at the group's invitation.
35. The Facility shall provide a designated staff person responsible for providing assistance and responding to written requests that results from group meetings.
36. When a resident or family group exists, the Facility must listen to the views and act upon the grievances and recommendations of residents and families concerning proposed policy and operational decisions affecting resident care and life in the Facility.



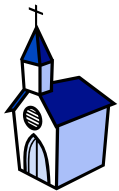
Birthday Parties / Can everybody come?

- Once each month a birthday party is held in the Lobby for those having a birthday that month. All residents are invited.
- A birthday calendar is posted on the resident bulletin board, showing the names of residents having birthdays, and the date and time of the party for that month.
- The Activities Department staff also host a special birthday lunch just for those having a birthday that month.



Cemetery / The Home has a cemetery?

- Residents of the Home are entitled to be buried in the Arizona Pioneers' Home Cemetery located at 1300 Iron Springs Road, Prescott.
- Residents of the Home are not charged for a plot. Charges for grave services, liner, marker and mortuary expenses are the responsibility of the resident's family or responsible party.



Chapel / Are there church services?

- The interdenominational chapel is open at all times.
- Regularly scheduled services are held and listed on the Activity calendar.



Cleaning (Housekeeping) / Do I have to dust?

- 1st and 3rd floor rooms are cleaned once each week.
- Residents on 1st and 3rd floor must remove all objects from the floor to aid Housekeeping in sweeping and mopping.
- Residents on 1st and 3rd floor are responsible for their own dusting and changing bed linens on a weekly basis.
- North and South Infirmary rooms are cleaned daily.



Closet & Dresser Space / How much room do I have?

- Closet and storage space is limited.
- It is recommended to bring 7 summer outfits and 7 winter outfits.

- All clothing should be marked with the resident's name.
- Residents should bring shoes, bedroom slippers with grips on the soles, pajamas, housecoat or robe.
- A shoe rack that can hang on the inside of a closet door is recommended.
- A small number of storage lockers are available in the building. Residents can put their name on the waiting list in the Resident Services Office. Storage lockers must be surrendered if a resident moves into a private room.



Conduct / Can I behave however I want?

- Each resident is required to maintain a high standard of conduct, which includes being courteous, considerate and polite in dealings with other residents and the Home's staff.
- Each resident will conduct him or herself in a manner that will not bring discredit to the Arizona Pioneers' Home.
- In personal care, each resident shall:
 1. Be clean and well groomed, bathing as necessary in order to prevent an offensive smell.
 2. Launder and iron clothes as necessary in order to prevent offensive smells and a disheveled appearance. The Home reserves the right to launder or have laundered clothing for residents if judged by staff to be in need.
 3. Care for their room by daily making the bed, removing waste paper, food scraps, etc., and hanging or folding loose clothing.
- Prohibited activities or actions in a resident's room or on their person include:
 1. Alcoholic beverages (unless prescribed by a physician and then dispensed by nursing staff)
 2. Non-prescription drugs or drugs not dispensed by the Home's staff
 3. Firearms (pistol, rifle, shotgun), bow and arrow, or any knife or weapon with a blade that exceeds four inches in length
 4. The use of tobacco, in any form, outside of designated smoking areas
 5. Engaging in loud, boisterous or angry discussions on any subject
 6. Using profane or obscene language

7. Engaging in inappropriate sexual activity, suggestion, innuendo or physical contact with any resident, visitor or staff member
 8. Engaging in physical or verbal abuse or threats of physical abuse
 9. Engaging in vandalism or improper use of the Home's property or waste of any of the Home's provided services
 10. Engaging in any other inappropriate behavior or activity considered improper or destructive
- Residents must notify the Superintendent or Director of Nursing of any abuse or suspected abuse of a resident either by a staff member or another resident.
 - Residents are required to make their payment for care by the fifth business day of each month and comply with all rules, regulations and procedures relating to their cost of care.
 - Residents who fail to comply with the standards of conduct set forth will be given the following consideration:
 1. First offense --- counseling by appropriate staff member
 2. Second offense --- written warning by the Superintendent or discharge

This procedure does not preclude the Superintendent to investigate or have investigated any reported violation of the Home's rules, nor from taking more severe action, up to and including discharge for any offense or violation if it is deemed appropriate.



Cosmetics & Toiletries / Do I provide my own?

- Residents must supply their own cosmetics, hair care items, dental care and other hygiene items, except if they permanently move into the skilled care Infirmary area. For those residents toiletries are provided.
- Blow dryers, curling irons and electric rollers are permissible ONLY if they have an automatic shut-off feature. Maintenance must approve electrical items brought into the Home.

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Dental Care / Can I keep my teeth?

- Residents will be transported to a local dentist of their choice for necessary dental work.
- Appointments should be set up through the Home's nursing staff.
- Residents should consult with Resident Services and the Home's Accounting Department before authorizing major dental work. This allows for opportunity to see if funds are available and procedures are medically necessary.
- Costs incurred from dental treatment are shared fifty-fifty between the Home and the resident. Residents are fully responsible to pay for pre-existing conditions.
- The Home reserves the right to limit its total expenditure for a single resident to \$1,000 for the total time an individual is a resident at the Home. This limit may be amended by the Superintendent on a case-by-case basis.



Doctor Appointments / How do I make one?

- Appointments are made by nursing staff when requested by residents, or when nursing feels an appointment is necessary.
- Clinic is held on site at least once each week, allowing residents to see a contract doctor without leaving the building. They are only available for residents who have chosen the Home's doctors for their own.



Drugs & Medicine / Will someone bring pills to me?

- Drugs and medicine are dispensed to residents unless on the Self-Med Program.
- Prescriptions are filled based on the individual's Medicare Part D plan. When a prescription is not found to be on the formulary, an equivalent medication on the formulary will be substituted. If no equivalent exists, or is not suitable for the resident, authorization from the Superintendent is required for the Home to purchase the medication and cover the cost.
- Generic, or the lowest priced drug available, are used when the Home is the primary payer, unless unavailable in generic form. Residents requesting a name brand will be responsible to pay for the item.
- Non-prescription medications, referred to as over-the counter medications or OTCs, must be purchased by residents living in personal care. Purchases must match doctor orders. In other words, the milligram, or strength must match what a doctor has prescribed.
- The Home's staff will purchase OTCs for residents that cannot ambulate well enough to get out and purchase their own. To facilitate the purchase, a Guest Account is required.



Electrical Connection / How many outlets will I have?

- Each room has a limited number of outlets.
- Extension cords, or any other plug outlet that does not have a ground attached, are not allowed and will be removed if found being used in a resident room.
- One surge protector, no larger than a six plug strip should provide enough additional outlets for each resident.



Eye Exams & Glasses / What if I lose my specs?

- Residents will be transported to a local eye specialist of their choice for necessary eye exams and vision treatment, unless they are referred to a specialist by the Home's contract doctors.
- Cost of basic frames and basic lenses not covered by the resident's insurance policies will be shared fifty-fifty by the Home and the resident.
- The Pioneers' Home will assume responsibility to pay its share for new glasses when there is a change in vision, but will not share in the cost when glasses are lost, stolen, or simply out of style.



Falls and Injuries / What if I fall or get hurt?

- Falls and injuries are to be reported to a nurse as soon as possible so the incident can be recorded and treated as necessary.
- When possible, measures are taken to prevent further incidents.



Fire and Fire Drills / What is the procedure?

- When the fire alarm is heard, an announcement is made as to the area, or zone, of the event. All residents in the affected zone that are capable of evacuating should begin evacuation, unless instructed otherwise by staff. Residents in the Infirmarys may be protected in place by staff, unless there is fire danger in the area.
- Evacuation includes putting on shoes/slippers, coat/sweater and having purse or billfold in hand.
- If not too difficult, residents are to close the window in their room.
- Residents are to proceed to the nearest exit per directions given by staff.
- Assistance is given residents with walkers, canes or wheelchairs.
- The elevator is NOT to be used during evacuations.
- Residents may reenter the building when an "All Clear" announcement is made or per staff direction.



Food in the Rooms / Can I have snacks?

- Residents may have a limited amount of food and snacks in their room.
- Food that has been opened must be kept in sealed containers or in a refrigerator to prevent bugs and/or spoilage.
- If a resident is found to have opened food/snacks in their room, items may be removed and disposed of by the Home's staff.
- Snacks are for sale in the Business Office, which benefits the Employee Recognition Fund.



Furniture & Furnishings / What can I bring?

- The Home provides a bed, dresser and chair for each resident, unless they choose to bring their own furniture.
- Due to space limitations, beds must be twin-size. Doubles are available for couples.
- An electric bed is only allowed in personal care rooms with a doctor's order.
- A bedspread or afghan is recommended. Electric heating pads and electric blankets are not allowed and will be removed if found to be in use.
- Chairs/recliners require prior approval. Fabric/upholstered chairs are not permitted in the Infirmarys or if a problem with incontinence develops.
- Additional furniture may be approved, depending on the room size and configuration. Any furniture that limits movement in the room and poses a safety hazard, must be removed.
- A computer, with printer, monitor and scanner, is permissible, provided space allows.
- A small refrigerator is permissible under the following guidelines:
 1. No larger than 3 cubic feet
 2. In lower 2/3 of energy consumption
 3. Travel type with AC/DC adaptor
 4. Space allowsRefrigerators should be plugged directly into an outlet rather than a surge protector.
- Only rubber backed rugs are permissible.
- A small number of wall pictures and hangings are permitted and must be hung by Maintenance staff.
- One fan of medium size and one reading lamp are permissible.
- A TV, VCR and radio are permissible.
- Electric mobility devices (electric wheelchairs, scooters, etc.) are not permitted.
- Heating and cooking appliances, such as hot plates are not permitted.
- Microwaves may be approved subsequent to a resident's initial adjustment period, depending upon an individual's cognizance (in this, an approved microwave can also be removed for the same reason).



Infirmarys / Where do I go if I am sick?

- Infirmarys are located on the north and south ends of the second floor.
- Residents who are temporarily ill are assigned to a room in one of the Infirmarys for observation and nursing care as needed.
- A limited amount of items should be taken to the Infirmary when it appears the stay is temporary.
- For temporary stays, a resident's self-care room remains locked, with the key being kept in the Resident Services Office.
- Residents who move permanently to the Infirmary must use beds and dressers provided by the Home, and may only bring their own television/VCR and medium size chair to the room (no refrigerator). Chairs must be vinyl for sanitary and health reasons.
- A permanent move to the Infirmary is necessary when a resident meets three or more of the following criteria.
 1. Medical condition needs nursing care
 2. When unable to attend the Dining Room for meals
 3. When unable to keep room clean
 4. When unable to bathe self
 5. Inability to make the bed
 6. Inability to ambulate independently and safely
 7. When confusion or forgetfulness makes the resident unable to complete every day tasks
 8. Falls --- more than 2 in 30 days, involving risk and safety factors
- There is a \$100/month charge for Infirmary supplies. Anyone going to the Infirmary on a temporary basis is charged for the number of days they stayed at the rate of \$3.25/day. Anyone who makes a permanent move to the Infirmary is required to pay \$100 at the beginning of each month.
- When a resident is on leave for 30 days or more, the \$100 fee is waived.
- The Infirmary charge includes the cost for television service and over-the-counter medications.
- Residents that require more care than the Home can provide are transferred to the hospital or discharged to another facility.

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Kitchens & Kitchenettes / Are there places to cook?

- The Home's Activity House offers residents a full kitchen if they would like to cook or bake something.
- The Home has three kitchenette areas with a microwave and toaster available for residents to use.
- Food Service staff keeps the kitchenettes stocked with bread, plates and plastic silverware.
- Cooking in resident rooms is limited to heating items in a small microwave if they choose to furnish their own (and if approved by administration). Caution must be used when heating microwaveable popcorn, which when left in too long can burn and set off the Home's fire alarm.
- Heat producing equipment, other than microwaves, found in a resident's room will be removed.



Laundry / Do you have machines I can use?

- Residents can choose to do their own laundry in one of the two laundry areas by signing up for a time to do laundry.
- Laundry machines are NOT coin operated.
- Residents must provide their own washing detergent, bleach, fabric softeners, etc.
- Laundry should not be left unattended, but removed as soon as it is finished so the next resident with a laundry time can use the machines.
- Residents may also use the local laundry that picks up and delivers on a daily basis, but then are responsible to pay for this service. A Guest Account is required in order for Resident Services to pay the service provider.
- Other laundry options include family picking up laundry and taking it to their home to launder.



Leave of Absence / Can I be gone for awhile?

- A resident may go on leave after completing the 60-Day Adjustment Period.
- When a leave of absence is taken, up to a 30-day supply of medications is given to the resident to take with them. If the leave is longer than 30 days, medications will be mailed to the address where they are staying.
- It is essential that the Nursing staff be notified of a resident's plan to leave ahead of time so medications can be prepared.
- Instructions need to be left with the Business Office of how they wish their mail to be handled while gone from the Home.
- The resident must submit their Payment for Care on time each month, whether at the Home or away.



Mail / How is my mail delivered?

- Residents mail is distributed in the Lobby at a set time on weekdays when the Business Office is open. Currently the time is 11:00 am.
- Announcements are made at mail call time, so it is important for residents to try to attend.
- Residents who miss mail call may pick up their mail from the Resident Services Office.
- Outgoing mail may be put in the mailbox in the Lobby, or put in the Business Office receptacle.
- Prior to moving into the Home, each resident must sign a Mail Handling Directive, which indicates their choice of how they wish their business mail, that is medical in nature, be handled.



Mail Services / How do I mail a package?

- Packages may be mailed from the Business Office. UPS and U.S. mail rates can be calculated.
- Stamps may be purchased in the Business Office.



Meals / Are there three meals a day?

- Residents are served three meals a day.
- Residents may go at any time during dining times to be served. Breakfast is available from 6:00-8:30 am; Lunch from 11:00 am-1 pm; Supper from 4:00-5:30 pm.
- If space is available, guests may be accommodated for a small charge.
- Residents are served from daily menus, which are modified as dietary needs direct.
- In between meal snacks are made available in the Lobby at 9:30 am and 2:30 pm, and are available in the evening through the nursing staff.
- Juice and snacks are always available through nursing staff as well.



Medical Care & Billing / What can I expect?

- Residents are provided medical care in the most cost-effective manner (A.R.S. §41-924.B). Statutes further read:
 1. "Formulary" means a listing of drugs intended to include a large enough range of drugs to enable health practitioners to prescribe treatment that is medically appropriate.
 2. "Necessary medical treatment" means procedures, treatment and medical equipment covered by a resident's medical insurance plan.
 3. "Necessary medications" means medications that are prescribed by the resident's physician and that are on a formulary or are non-formulary prescriptions that are approved by the superintendent through a prior authorization process.
- Nursing staff should be contacted when a resident needs to see a doctor.
- A resident may choose to see the Home's contract doctors, or use an outside provider for medical care.
- For residents seeing the Home's contract doctors, the contract doctor's office bills Medicare and a resident's supplemental insurance. The Home pays any deductibles.
- Residents seeing an outside medical provider assume responsibility for billing and payments. The doctor must have admitting rights to YRMC and be able to make visits to the Home and be on call for the resident's continued care.
- Regardless of who a resident selects for a doctor, a single supplemental insurance to Medicare and a Medicare Part D plan is required, except for those using the VA Medical Center. The insurance must cover deductibles and other costs not covered by Medicare or AHCCCS (Mercy Care Plan). The Home will pay Medicare Part D co-pay amounts.
- If treatments, medical appliances and related extend beyond the normal Medicare payment limits, the resident will be billed separately by the provider. The Home is not responsible for medical and related expenses that exceed Medicare treatment guidelines unless the Home's contract doctor ordered continued treatment that exceeds Medicare guidelines. Exceptional costs are subject to review and approval by the Superintendent. Care providers are notified by the Home that the Home will not assume expenses beyond Medicare limits. Residents wishing to continue treatments that are not covered by Medicare, assume the responsibility for payment. Questions

residents have about specific services and procedures should be discussed with Nursing staff, Resident Services and the Accounting Supervisor before incurring the expense.

- Residents requiring surgery that cannot be performed by the Home's contract doctors are referred to surgeons and clinics that accept Medicare assignment when possible. Where Medicare assignment is not available, the Home will pay costs not covered by insurance. Residents who refuse to use surgeons the Home selects are responsible for any costs that exceed Medicare assignment.



Medical History / Why is this required?

- Nursing staff needs to know a person's medical history in order to properly care for them.
- Prior to admission, medical records are obtained to build a chart.
- At the time of admission, temperature, blood pressure, height and weight are recorded, along with other pertinent information.



Mission Statement / What is the Home's mission?

The mission, or objective of the Home is...

To provide a home that delivers the maximum physical, emotional and spiritual care to long term Arizona residents and disabled miners in order to protect dignity and honor personal directive of each resident in life as well as death. These services shall be provided in a manner that meets the highest standards for long-term health care and state requirements.



Money / Should I carry cash around?

- A suggested amount to carry is no more than \$35 per day.
- Residents may keep money in a Guest Account, managed by the Business Office. When cash is needed, a resident can make a withdrawal from the Business Office. This is a safer alternative.
- A resident may charge purchases in the Business Office and beauty shop services to their Guest Account, rather than carrying cash to make payment.
- Money should always be kept in a secure place, whether in the resident's room or when it is with them. Minimal amounts are best.



Move-in Date & Time / When can I move in?

- Move-in dates are selected when an applicant has completed the admission forms.
- Moves into the Home are generally scheduled on Tuesdays and Wednesdays, preferably at 9 a.m. to allow enough time for a visit with a nurse, food service and Resident Services prior to lunchtime.



Newspapers / Can I get a paper delivered?

- The Arizona Republic and Daily Courier are delivered to the Home daily.
- A resident volunteer delivers the papers to each subscriber.



Nursing Stations / Where can I find a nurse?

- There is a nursing station in North Infirmary and South Infirmary, as well as one on the third floor of the Home.
- One or more registered nurses are on duty 24 hours each day to assist residents at any of the three nursing stations.



Nurse Call System / How do I reach a nurse?

- The Home has a nurse call system, which is used to notify the nursing station that assistance is needed.
- Each room of the second floor of the Home has nurse call buttons that can be pushed. First and third floor has intercoms in the hallways to call for help and emergency call lights in the bathrooms.
- When a button is pushed, or the intercom is used, it sounds in nursing stations so nursing staff can respond.
- Residents may also telephone the Home's number (445-2186) in order to request assistance.



Odors & Smells / I don't smell, do I?

- Many residents at the Pioneers' Home are sensitive to perfume and cologne smells. Residents who like to wear perfume or cologne are asked to consider those who are sensitive, unless going out of the building.
- Keeping clothes laundered so they don't have an offensive smell, and maintaining personal hygiene should also be considered so others are not offended by bad odors.



Outside Doors / Are these locked at night?

- All outside doors are locked in the evening for safety reasons. This usually occurs at dusk.
- When outside doors are locked, anyone needing to enter the building must go to the North Nursing entrance on the second floor.
- When a resident plans to return to the Home after 8 p.m., the nursing staff appreciates knowing this in advance.



Payment for Care / What does it cost to live there?

- Residents (except qualifying miners) are required to pay, to the extent that they are financially able to do so, the cost incurred by the State of Arizona for their care (A.R.S. §41-923D)
- A Financial Statement is required with each application for admission, showing account balances, monthly income, current assets, and assets up to two years prior to making application. Documentation is required.
- In determining a resident's payment, income from all sources is totaled. Residents keep \$175 for a spending allowance and are given credit to pay for a supplemental insurance to Medicare and for a Medicare Part D drug plan, if applicable. The remaining amount is what a person pays to live at the Home.
- Assets that have the potential of earning a monthly income are included, such as a person's home.
- Payment must be received by the 5th of each month (or postmarked by the 5th if mailed). If the 5th falls on a weekend or holiday, it must be received the next business day. A \$10/day fee is assessed for payments not paid by the 5th.



Pre-Existing Conditions / Do I need to be concerned?

- Individuals may be accepted into the Home with a pre-existing, non-disabling medical, dental or eye condition. Residents are responsible for all costs to treat pre-existing dental and eye conditions, such as the need for fillings. Medical conditions must be covered by Medicare for the Home to begin assuming the billing and any residual expense. For example, insulin and oxygen needs are handled by the Home because they are supplies covered by Medicare.
- Pre-admission physical, dental and eye exam forms must be completed to determine if conditions existed prior to being admitted.
- Admission may be postponed until a pre-existing condition is treated, such as the need for cataract surgery.
- The Home's administrative staff shall determine which medical, dental or eye costs will be paid or shared by the Home.



Resident Council / Is everyone a member?

- Every resident is a member of the Resident Council.
- The objective of the Resident Council is to present questions and suggestions from residents to Pioneers' Home staff, and to promote the involvement of the residents in every phase of life at the Home.
- The offices of the Council are President and Vice President, which must be residents, and Secretary, which is an employee of the Home.
Nominations are taken annually for the position of President. The resident receiving the most votes is appointed to the position. The runner-up becomes Vice President. The Secretary is appointed by the Superintendent.
- The President shall preside over all meetings and has the power to call special meetings as needed. The President shall find residents willing to lead each committee.
- The Vice President shall assume the duties of the President when the President is unable to act.
- The Secretary shall see that members are notified of the time and place of meetings and shall take minutes of all meetings.
- Residents leading committees shall find enough residents to carry on the work of the committee. They are offered the opportunity to provide a monthly report at the general Council meeting. Committees are:
Welcoming, Building & Grounds, Food, Housekeeping, Library, Activities
- The general meeting of the Council is the fourth Wednesday of each month, unless otherwise announced.
- Arizona Pioneers' Home Department Heads are expected to attend the Resident Council meeting in order to answer questions and make note of suggestions for their department.
- The agenda for regular meetings of the Council is as follows:
 1. Minutes - followed by discussion and approval
 2. Old, Unfinished or New Business
 3. Committee Reports
 4. Staff Reports
 5. Adjournment



Resident Services / What does this Office do?

- The staff in Resident Services assists residents with most non-medical needs.
- Residents are encouraged to handle all of their personal business whenever possible, however Resident Services is available to assist and counsel as needed.
- Resident Services assists with the following financial services:
 1. Personal laundry sent to outside provider
 2. Personal telephone installation
 3. Purchase of secondary Medicare insurance coverage
 4. Purchase of Medicare Part D drug plan
 5. Purchase of walkers, Ted hose and other supplies
- Resident Services addresses the following social services, counseling or personal and family matters:
 1. Personal shopping for residents in the Infirmary
 2. Advanced Directive, Living Will, Medical Power of Attorney forms
 3. Long distance and personal phone calls
 4. Safety deposit for personal items, valuables and papers
 5. Room maintenance work orders
 6. Funeral arrangements and aspects of estate planning
 7. Newspaper subscriptions



Responsible Party / What does this mean?

- Every person moving into the Home must designate someone as their responsible party. This individual must have legal authority to carry on all decision making for the resident, financial or otherwise, that may arise over the period of residency.



Room Assignment / Do I have a choice of rooms?

- For all residents in double occupancy rooms, compatibility of roommates is always taken into consideration by staff prior to making a room assignment. Some of the factors considered are:
 1. What time each rises in the morning and what time each stays up to at night
 2. If they prefer a warm or cold room
 3. If they smoke
 4. If they feel they are a "talker" or a quiet person
 5. snoring or other noises such as concentrators
- New residents may be given a choice of rooms if there is more than one space vacant at the time they will be moving in.
- All residents sharing a room and living in one of the Home's personal care areas automatically have their name on the private room waiting list. These are offered upon availability. Some private rooms are restricted to those who can ambulate and have no difficulty using stairways in the event of evacuation. They are not offered to those who do not meet these qualifications. A resident in a private room may request to move to another private room when one becomes available. Such requests shall be considered if there is justification indicating the room change will help the resident maintain independent living status beyond what they would if they were to remain in their current room, or their quality of life may be enhanced by the room change. (Staff shall evaluate the request with the goal of maximizing a resident's functioning level.) There are no private rooms in the Infirmarys.
- An attempt is made for all new residents that have not fulfilled the 60-Day Adjustment Period to have a roommate during the entire time. This is part of the "adjustment" evaluation. Getting along with a roommate and other residents is very important.
- When an incompatibility situation arises between roommates that cannot be resolved, residents may be moved for compatibility.
- Upon admission, each resident signs a statement which reads, "I understand that I may be asked to move from one room to another and that I will do so willingly."



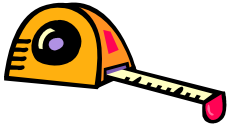
Room Inspection / What do you look for?

- Routine room inspections are conducted to check for unauthorized medications, and to ensure rooms are safe and sanitary.
- Unauthorized medications are removed from rooms, as well as extension cords. Power strips with surge protectors are permissible (1 per resident).
- Annual inspections are conducted by Maintenance staff to check electrical equipment.



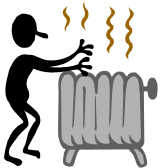
Room Keys / Can I lock my room?

- A room key is issued to each resident living on 1st and 3rd floors so they may lock their room.
- Replacement keys are \$2 each. The Business Office is where a duplicate key may be requested and payment made.
- If a resident needs to temporarily move to the Infirmary, their room key is held by nursing staff until they return to their personal care room.



Room Size / How big are the rooms?

- Generally double occupancy rooms provide a resident with space of about 12' x 12'.
- Rooms are not uniform in size and configurations with heaters, closets and sink varies.



Room Temperature / Are the rooms hot or cold?

- The Arizona Pioneers' Home is heated by a large boiler in the basement. An on/off switch controls the heat for the entire building. Therefore it cannot be turned on specifically for one individual room if that resident is cold. It is turned on and off for the comfort of the majority.
- Some rooms have a thermostat or radiator heat control in the room. Parts are no longer available to repair those that are broken. Therefore, a window may need to be opened to counter excessive heat when the boiler is on.
- The same applies to the Home's cooling system. It is a swamp cooler system, which blows in the halls, and is turned on and off for the comfort of the majority. Most residents leave their room door cracked and their window open some to pull the cool air through.
- Sweaters are recommended for residents who are cold when others are not and shedding clothing when the building is not warm enough for the cooler to be on.

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Sheets & Towels / Should I bring my own?

- Residents may either use the Home's sheets and towels, or bring their own.
- Sheets and towels belonging to the Home are laundered by the Home.
- Sheets and towels are dispensed to 1st and 3rd floor residents on a weekly basis, or as needed.
- The Home can also provide a bedspread and a pillow if needed.



Shelves / Can I have shelves put up in my room?

- Shelves may be installed in resident rooms but first must be approved for design, location and need.
- All shelves must be installed by the Home's Maintenance staff.
- Shelving must be purchased by the resident.
- If a resident changes rooms or leaves the Home, any shelving installed for their benefit will remain in the room.



60-Day Adjustment Period / What does this mean?

- New residents (except qualifying miners), are admitted on a 60-Day Adjustment Period, calculated from the entrance date.
- During the first 60 days in the Home, a new resident is expected to spend each night at the Home so staff and the new resident can determine whether it is the appropriate place for residency. This allows:
 1. sufficient time for a new resident to adjust to their new environment
 2. the Superintendent the option of discharging an individual if it is apparent that they do not meet statutory requirements for residency
 3. a new resident an opportunity to leave if they feel the Home is not the right place for them.

- During this period a resident is free to come and go during the daytime
- Exceptions may be made during this time period for overnight leaves of absence in the event of a family emergency, major holiday or other circumstances approved by the Superintendent.
- If a resident requires temporary infirmary care during the adjustment period, the number of days in the infirmary are added to the initial time period of 60 days once they return to their personal care room so that a full 60 day period of independent living is completed.
- At the end of 21 and 45 days, staff evaluates how a new resident is adjusting to the Home. If a person's health fails, or other circumstances occur so they no longer meet statutory requirements to live at the Home, they are discharged until they can again meet the requirements, at which time they will be readmitted. If six months elapses before they are able to meet the requirements, they must reapply for admission.
- When it is determined that a new resident is not meeting the requirements to successfully complete the 60-Day Adjustment Period, 30 days notice is given the resident and responsible party in which to make other living arrangements.



Smoking / Is there a place to smoke?

- Smoking is not permitted in the building, due to Prescott City Code Section 7-3-6, prohibiting smoking in all public establishments within the city limits.
- Residents that smoke may do so on outside porches designated as resident and visitor smoking areas, which include:
 1. North end of the front porch
 2. 2nd and 3rd floor porches
 3. porch outside the north entrance
 4. patio outside the Pool Room and 1st floor of the Stair Tower



Telephone / Can I have a phone in my room?

- Residents may have a telephone in their room. Telephone service is coordinated through the Resident Services Office.
- Residents requesting a phone assume the responsibility to pay installation charges and monthly phone bills, as well as disconnect and reinstallation charges if there are any when it was their choice to change rooms. If a room change is made at the Home's request, the Home will pay any disconnect and reinstallation fees.



Telephone Availability / Is there a pay phone?

- There is a pay phone on the second floor where residents may make long distance calls.
- (928) 445-3920 rings two phones on the third floor, one at each end of the hall, for the residents who live on that floor. They are for local calls only. Long distance calls made on these phones must be made with either a pre-paid calling card, or collect.
- (928) 445-4073 rings the Infirmary cordless phone, which can be taken to residents in Infirmary rooms by nursing staff.



Television / Can I have a big screen TV?

- Television service is available in each room at the Home.
- TV sets can be approximately 19" or smaller.
- TV sets must be equipped with a headphone jack and headphones must be worn so a roommate is not disturbed. This does not apply for couples or roommates that share a TV.

- Cable TV service provides more than fifty channels, including an in-house announcement channel and in-house movie channel.
- A charge of \$12 per month must be paid the beginning of each month for service. There is no installation charge.
- When a resident is on leave for 30 days or more, the monthly fee for television service is waived.
- Big screen TVs are located in the Lobby and the Pool Room. They are available for all residents to use.



Tips & Gratuities / Can I tip staff members?

- Residents are asked not to give a monetary "tip" to staff members. Staff are expected to turn down offers of tips, or if a tip is forced on them, to turn it in to the Employee Recognition Fund for the benefit of all employees.
- This policy is to ensure that residents receive equal care and treatment. Tipping may allow for one resident to receive, or expect to receive, favored care or treatment over a non-tipping resident.
- Residents are permitted to give gifts of food, such as cookies or candy, to staff in a particular department for all to share.
- Residents may give a gift of nominal value (i.e. candy bar, pen, etc.) to an individual employee.



Transportation / How do I get to appointments?

- Transportation is provided for local medical appointments.
- A resident that has a medical appointment out of the Prescott area must arrange for their own transportation and accept the financial responsibility for any costs involved.
- The Activities Department provides transportation for groups of residents that choose to go on an outing, such as a shopping trip.



Tuberculosis Testing / Do I have to get a shot?

- Anyone moving into the Pioneers' Home must have certification that they are free from tuberculosis (TB).
- Each resident is required by law to be tested annually for TB. Anyone refusing an annual TB test may not remain in the Home.
- A chest x-ray is only acceptable as proof that someone is free from TB if they have previously been a "past positive" when given a TB skin test.



TV Wall Mounts / Can my TV be mounted on the wall?

- TV wall mounts may be installed in resident rooms but first must be approved for location and need.
- All TV wall mounts must be installed by the Home's Maintenance staff.
- TV wall mounts must be purchased by the resident.
- If a resident changes rooms or leaves the Home, a TV wall mount installed for their benefit will remain in the room.

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Visitors / Can my family come visit?

- In most cases, residents may receive visitors in their rooms during daytime and early evening hours every day of the week.
- Visitors are welcome beyond these times in the Lobby, Pool Room, sun porches, or other common areas of the Home.
- Due to the size of resident rooms, the number of visitors at one time may be restricted.
- Visitors of Infirmary residents should check in with a nurse first.
- Visitors may not use the bed or chairs of roommates while visiting with a resident, unless the roommate has given permission.
- Visits in resident rooms are limited only by disturbance to roommates. If a roommate is not bothered by the visitors, and it does not inconvenience them in regards to sleep, dressing, etc., they may remain. Respect for roommates is the determining factor.
- Residents in private rooms may periodically have an overnight guest. Overnight guests must pay for any meals eaten in the Home's Dining Room and are encouraged to donate to the Home's Special Donations Fund for the overnight stay. (Extended stays in excess of one night must be pre-approved.)
- Unattended children are not permitted. Children must stay with an adult at all times. The Lobby, Pool Room, Dining Room, the grounds and other areas are for the use of residents and not to be used as a place for unattended children.